21st Century Skills

Note-taking

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Questions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | Skills | Advanced - 4 | Proficient - 3 | Basic - 2 | Minimal - 1 |
| --- | --- | --- | --- | --- | --- |
| Using Information | j0396742[1]  Write Important Facts or Opinions | 100% of my notes relate directly to my research question(s). I did not miss any key points. | 100% of my notes relate to my topic and answer 80% of my research questions. I missed 1-2 key points. | Between 50%-99% of my notes relate to my topic but do not answer 50% of my research questions. I missed 3-5 key points. | My notes relate to less than 50% of my topic or research questions. |
| j0396744[1]  Paraphrase Author’s Words | I changed the author’s words into my own words. When I wrote the author’s words exactly as they appeared in the source, I placed quotation marks in front of the first word and behind the last word and included the author’s last name. | I copied less than 20% of the words exactly as the author wrote them and I placed quotation marks around them. | I copied 30% -50% of the words exactly as the author wrote them and I placed quotation marks around them. | I copied over 50% of the words exactly as the author wrote them and I placed quotation marks around them. |
| j0088978[1]  Comprehend Notes | I understand every fact or opinion I have written into my notes. I did not write words I do not understand. I can retell the information in my own words. | 10% to 20% of the words or ideas in my notes I cannot explain but I can get more information so my notes make sense to me. I can retell the information in my own words. | When I read my notes 30%-60% of the words and ideas do not make sense to me. I need to use a dictionary to help me understand the words. I will ask my teachers for help. | I do not understand over 50% of the words I have written. I will ask my teachers for help. |
| Giving Credit to Sources and Organizing Notes | j0357981[1]  Bibliography | I followed the bibliography model that my teacher gave me exactly, with correct word order, capital words, and punctuation. | I wrote the Author’s last name first and capitalized all important words in the Title, and Publisher, and wrote the Date published but I forgot some of the correct punctuation marks and capital words that appear in the bibliography model my teacher gave me. | I wrote the Author, Title, Date published with author’s last name first followed by a comma and periods between each section. I forgot to capitalize all the words as they appear in the bibliography model. | I wrote the Author, Title, Date published with no punctuation marks between them. |
| j0413596[1]  Code Notes | My notes refer to my bibliography. They are coded with first word in bibliography and page number(s). This code is placed in parentheses next to each note, e.g. (Smith – 53). | I wrote the entire bibliography beneath my notes. | I wrote the author’s entire name(s) under my notes along with page numbers. | I have written the page number(s) of my source(s). |
| j0078729[1]  Organize Notes | My notes are grouped according to each research question. The research question is written at the top of my notes. | My notes are organized according to the source where I found the information. I wrote the research question at the top of my note. | My notes are organized according to when I wrote them. I wrote the research question at the top of my note. | My notes are written as one continuous list of new information. |

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